UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT; Enterprise Energy Efficiency (3E)

IQC Contract #EPP-I-00-03-00004-00; Task Order #12 PROJECT WORK PLAN ATTACHMENT A Activity Timetable Author: Project Team

August 9, 2010

Implemented by:Advanced Engineering Associates International, Inc. (AEAI)

"This Project Work Plan Attachment A is made possible by support from the American People sponsored by United States Agency for International Development (USAID). The contents of this Project Work Plan Attachment A were prepared by and are the sole responsibility of Advanced Engineering Associates International, Inc., and do not necessarily reflect the views of USAID or the United States Government."

Attachment A: Activity Timetable	May 2010	Jun 2010	Jul 2010	Aug 2010 Sent 2010	Oct 2010	Nov 2010	Dec 2010	Jan 2011 Ear 2011	reb 2011 Mar 2011	Apr 2011	May 2011	Jun 2011	Jul 2011 Ang 2011	Sept 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	reb 2012 Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012 Ang 2012	Sept 2012	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013 Mor 2013	Apr 2013	May 2013	Jun 2013	Jul 2013 Aug 2013	Sept 2013
				2010								201	1									2012	2								2013			
Task Name	Q	2^1		Q3		Q4		Q	1		Q2		Q.	3		Q4		Q	1		Q2		Q.	3		Q4			Q1		Q2		Q3	
PROJECT MOBILIZATION AND REPORTING																																		
Contract signature and authorization to start work.	√																																	
Inception meetings with USAID CTO, May; project briefing with USAID	V																																	
Mission BiH.	v																																	
Install 3E systems & equipment: local office.	\checkmark																																	
Introduce project to the stakeholders.																																		
Review and finalize Work Plan with USAID; performance indicators with																															П			
CTO.																																		
Prepare the Procurement Policy Manual.																																		
Establish relationships with other USAID projects and donors.																																		
Quarterly Reports.																																		

Contract Number EPP-I-00-03-00004-00 1 May 4, 2010 - September 30, 2013

Annual Report	S											1												П	\top		
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Task Objec	tive 1: Support development of initiatives and tech	nol	ogi	es																							
KRA 1	Implement 10 energy efficiency pilot projects.																										
KRA 1.1	Identify counterparties.																										
KRA 1.1.1	Identify all project stakeholders (potential partners for pilot projects).																										
KRA 1.1.2	Identify and prequalify SMEs that can or could participate in project development and implementation.																										
KRA 1.1.3	Identify consumer associations, local chambers of commerce/economy, local chambers of crafts, and other NGOs who are or could be active in EE.																										
KRA 1.2	Prepare and implement 3 kick-off workshops for project stakeholders. (USAID to approve workshop content within one week of submission.)																										
KRA 1.3	Activate process for selecting and implementing pilot								T	1				T		1			1	T		1		\Box		1	
				•		•		•						•	•		•						•				
KRA 1.3.1	First potential pilot project.																										
KRA 1.3.1.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.		1																								
KRA 1.3.1.2	Identify candidates for first pilot project.																										
KRA 1.3.1.3	Make initial site visits.																										
KRA 1.3.1.4	Fill out the Environmental Checklist.																										
KRA 1.3.1.5	Prepare a technical and financial analysis for the proposed pilot projects.			√																							
KRA 1.3.1.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to			V																							
KRA 1.3.1.7	Commitment document signed.																										
KRA 1.3.1.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved project.																										
KRA 1.3.1.9	Conduct an Environmental Due Diligence (EDD)																										
KRA 1.3.1.10	Prepare a bankable project proposal.																										
KRA 1.3.1.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.																										
	Establish baseline energy consumption.																										
KRA 1.3.1.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to approve within one week of submission.)																										

VD A 1 2 1 14	Partner identifies independent supervisor for works.			. т									1 1	П	1 1				т т		-	П				-	
	Require permits necessary for renovation/construction		-	-	_		-			-						-					-	\vdash	_		+ +		\vdash
KKA 1.3.1.13	works to be obtained by partner.																										
VD A 1 2 1 16	Oversee pilot project work.			1 1	_		+++											-		_	-	 	_	 	+		\vdash
	3E, project partner and independent supervisor sign off on			-			-				-						-				-	 			+		+-
KKA 1.3.1.17	PP implementation completion.																										
VD A 1 2 1 10	Perform post-installation monitoring and verification.			1 1	_		+++		+	-	+ +																
KKA 1.5.1.18	Perform post-instanation monitoring and verification.								1 1		1 1																
KRA 1.3.2	Batch #1 (3 of 9)			1 1	1		1 1		1 1		1 1	1							П	1			1		1 1	1	
KRA 1.3.2.1	Compile initial list of proposed pilot projects and perform		+						+										H								
1101211	preliminary screening and selection.																										
KRA 1.3.2.2	Identify candidates for Batch #1.																										
KRA 1.3.2.3	Make initial site visits.																										
KRA 1.3.2.4	Fill out the Environmental Checklist.																										
KRA 1.3.2.5	Prepare a technical and financial analysis for the proposed pilot projects.																										
KRA 1.3.2.6	Prioritize on a competitive basis list of proposed pilot																										
	projects and submit for USAID approval. (USAID to																										
	approve within two weeks of submission.)																										
KRA 1.3.2.7	Commitment documents signed.																										
KRA 1.3.2.8	Perform energy audit and develop the Conceptual																										
	Engineering Design (CED) for the approved Batch #1																										
KRA 1.3.2.9	Conduct an Environmental Due Diligence (EDD)																										
KRA 1.3.2.10	Prepare bankable project proposal.																										
KRA 1.3.2.11	Presentation to lender for financing under the DCA facility																										
	if requested by the pilot project partner.																										
KRA 1.3.2.12	Establish baseline energy consumption.																										
KRA 1.3.2.13	Prepare, launch tender, select successful bidder, submit for																										
	USAID approval and award contracts for pilot project																										
	Detailed Design (DD) and implementation. (USAID to																										
	approve within one week of submission.)																										
	Partner identifies independent supervisor for works.																										
KRA 1.3.2.15	Require permits necessary for renovation/construction						1]				1 1								1 1								
	works to be obtained by partner.			$oxed{oxed}$							\perp								Ш			igsqcut					ot
	Oversee pilot project work.			$oxed{oxed}$							$oldsymbol{ol}}}}}}}}}}}}}}}}}}$											Ш			ot		oxdot
KRA 1.3.2.17	3E, project partner and independent supervisor sign off on																										
	PP implementation completion.	$oxed{oxed}$		\sqcup					$\perp \perp$		$\perp \perp \downarrow$		\perp	$\sqcup \bot$													$\sqcup \!\!\! \perp$
KRA 1.3.2.18	Perform post-installation monitoring and verification.																										
VDA 122	Potch #2 (2 of 0)	1 1	-	1 1		1 1	1 1		1 1		1 1		1 1			 1					_	1 1		1 1	1 1		
KRA 1.3.3 KRA 1.3.3.1	Batch #2 (3 of 9) Compile initial list of proposed pilot projects and perform	$\vdash\vdash$	+	╁┼					++	-	+		+	\vdash	+	 +	\vdash	+	₩		-	++		\vdash	+	_	\vdash
IXIX/A 1.3.3.1	preliminary screening and selection.																										
	prominiary screening and screenon.																										
KRA 1.3.3.2	Identify candidates for Batch #2.	++	\dashv	+				+		-	+		+	\vdash	+	+	$\vdash \vdash$	+	${\dagger}$	-	1	ff	_		+		\vdash
									<u> </u>				- 1			 - 1	<u> </u>		<u> </u>				_ 1		-1		

KRA 1.3.3.3	Make initial site visits.																						i	
KRA 1.3.3.4	Fill out the Environmental Checklist.																							
KRA 1.3.3.5	Prepare a technical and financial analysis for the proposed pilot projects.																							
KRA 1.3.3.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to																							1
KRA 1.3.3.7	Commitment documents signed.																						ī	1
KRA 1.3.3.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #2]
KRA 1.3.3.9	Conduct an Environmental Due Diligence (EDD)																							
	Prepare bankable project proposal.																							
	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.																							
	Establish baseline energy consumption.																							4
KRA 1.3.3.13	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to																							
KRA 1.3.3.14	Partner identifies independent supervisor for works.																						Щ	
KRA 1.3.3.15	Require permits necessary for renovation/construction works to be obtained by partner.																							
	Oversee pilot project work.																						i	
	3E, project partner and independent supervisor sign off on PP implementation completion.																							
KRA 1.3.3.18	Perform post-installation monitoring and verification.																							
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KRA 1.3.4	Batch #3 (3 of 9)																						i	1
KRA 1.3.4.1	Compile initial list of proposed pilot projects and perform preliminary screening and selection.																							
KRA 1.3.4.2	Identify candidates for Batch #3.																						i	1
KRA 1.3.4.3	Make initial site visits.																							1
KRA 1.3.4.4	Fill out the Environmental Checklist .																							1
KRA 1.3.4.5	Prepare a technical and financial analysis for the proposed pilot projects.																							
KRA 1.3.4.6	Prioritize on a competitive basis list of proposed pilot projects and submit for USAID approval. (USAID to																							1
KRA 1.3.4.7	Commitment documents signed.																						ıΠ	1
KRA 1.3.4.8	Perform energy audit and develop the Conceptual Engineering Design (CED) for the approved Batch #3																							Ī
	Conduct an Environmental Due Diligence (EDD)														Ĺ									1
KRA 1.3.4.10	Prepare bankable project proposal.																							1
KRA 1.3.4.11	Presentation to lender for financing under the DCA facility if requested by the pilot project partner.																							1
KRA 1 3 4 12	Establish baseline energy consumption.																							1

	Prepare, launch tender, select successful bidder, submit for USAID approval and award contracts for pilot project Detailed Design (DD) and implementation. (USAID to																		
	Partner identifies independent supervisor for works. Require permits necessary for renovation/construction works to be obtained by partner.																		
KRA 1.3.4.17	Oversee pilot project work. 3E, project partner and independent supervisor sign off on PP implementation completion.																		
KRA 1.3.4.18	Perform post-installation monitoring and verification.																		
KRA 2	Increase private sector access to credit for energy efficiency activities.																		
KRA 2.1	Identify commercial banks extending credit for EE.																		
KRA 2.2	Organize a round table with the banks on increasing private sector access to EE financing.																		
KRA 3	Train a commercial bank in loan appraisal and financial product development in support of the energy efficiency sector.																		
KRA 3.1 KRA 3.2	Identify training needs of Raiffeisen personnel. Prepare and implement agreed training for Raiffeisen Bank to enhance its performance to appraise loan proposals under the DCA facility. (USAID to approve training content																		
KRA 4	Increase the capacity of at least 50 SMEs to directly apply for and/or provide technical assistance for EE loans and																		
KRA 4.1	Prepare a workshop on "development of bankable EE project proposals" and implement the workshop in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)																		
KRA 5	Increase the capacity of selected public sector counterparts to apply for and repay EE loans and undertake EE investments.																		
KRA 5.1	Prepare a workshop on "development of bankable EE project proposals" and implement the workshop at public sector counterparts that decide to co-fund their share in pilot projects using loan proceeds under the DCA facility or from other lending source. (USAID to approve workshop content																		

Task Objective 2: Increase public and private sector capacity

KRA 1	Increase the capacity of public sector counterparts to understand and implement energy efficiency programs.																																
KRA 1.1	Prepare and implement workshops on `Green office` practices at participating public sector buildings. (USAID to approve workshop content within one week of submission.)	,																															1
KRA 1.2	Prepare and implement EE workshops on energy management in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of submission.)														1																		
KRA 1.3	Demonstrate and promote case studies of successful implementation of the pilot projects.																																
KRA 2	Increase the capacity of SMEs to understand and implement energy efficiency programs.																																
KRA 2.1	Prepare and implement EE workshops for SMEs on energy management in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one																																
KRA 2.2	Prepare and implement EE workshops for SMEs on "energy auditing in buildings and typical EE measures for buildings" in the region of each of the 10 pilot project locations. (USAID to approve workshop content within one week of	,																															
KRA 2.3	Demonstrate and promote case studies of successful implementation of the pilot projects.																																
T- I OLI	dia 2. Delia dell'																																
	ctive 3: Raise public awareness	1	 	 	-			1	1	1 1					-					1		 									1	 	
KRA 1	Website development and activation.	√			_	-										_	_		<u> </u>			_	_			-			_	_			4
KRA 1.1	Define technical requirements for website design.	1		 _	-	-	+	-					_	-	-	+	+	+	-			_	-	-	-	-			_		-		4
KRA 1.2 KRA 1.3	Define content structure for website design. Website design.	V			-	-	+							-	-	+	+	+	-				-	-	-			-	_				\dashv
KRA 1.3	Prepare and upload content for initial functionality of	1			+	+							_	_		_	+		<u> </u>			_	_						+			_	-1
KKA 1.4	website. (USAID to approve content within one week of																																
KRA 1.5	Ongoing website content management, regular upload of																																
111111111	news, announcements, project files, links etc. (USAID to																																
	approve content within one week of submission.)																																
KRA 2	Media	T																										1					٦
KRA 2.1	Identify and establish contacts with media																																1
	members/representatives for potential cooperation																																
	(journalists, editors, producers, media associations).																																
KRA 2.2	Organize media coverage of workshops, trainings, presentations and other PR events.																																
KRA 2.3	Development of 3E press-packets. (USAID to approve content within one week of submission.)																																1
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KRA 3	Handouts and Information.																												
KRA 3.1	Develop 1-page Fact Sheet on 3E project. (USAID to approve fact sheet within one week of submission.)		√																										
KRA 3.2	Develop hand-out on EE basics. (USAID to approve hand- out within one week of submission.)																												
KRA 3.3	Develop press releases on key project activities. (USAID to approve press releases within one week of submission.)			1																									
KRA 3.4	Develop one page fact sheet on each pilot project. (USAID to approve fact sheet within one week of submission.)																												
KRA 4	E Info-boards for public sector.													T			T										T		
KRA 4.1	Initial and final design of info-board template. (USAID to																												
	approve content within one week of submission.)																												
KRA 5	3E e-Newsletter.																												
KRA 5.1	Identification of target groups for e-Newsletter																												
KRA 5.2	e-Newsletter preparation and dissemination. (USAID to approve content within one week of submission.)																												
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KRA 6 KRA 6.1	Consumer and Public associations.	-	-				+				 -	-	-	-		_	+	-	-		-	-		-	-	-	-		+
KRA 6.1	Develop hand-out for associations. (USAID to approve hand- out within one week of submission.)																												
KRA 6.2	Prepare workshops for association members. (USAID to																												
****	approve workshop content within one week of submission.)	_								_			_				_					_			_	_	-		
KRA 6.3	3E and associations hold joint press conferences. (USAID to approve press releases within one week of submission.)																												
KRA 7	Promotion of awareness on energy technology.		1																										$\overline{}$
KRA 7.1	Facilitate presentations of energy-related SMEs on products, services and technology solutions.																												
KRA 8	DCA Information Dissemination.			- 1		T	1	I	I I	ı			1				1	ı	T			1				1	T	1 1	
KRA 8.1	Provide information on financing opportunities under the	\dashv	\dashv	\dashv																									+
KKA 0.1	DCA facility on website.																												
KRA 8.2	Disseminate information on DCA through hand-out packages in workshops and presentations.																												
KRA 8.3	Advise and support RBA in the development of a RBA initiated DCA promotional campaign it chooses to conduct.																												

Q21 is the first quarter of the 3E contract year, beginning in May

 $[\]textbf{D} = \text{drafted}; \textbf{A} = \text{approved or accepted}; \textbf{\checkmark} = \text{report made, deliverables or outputs complete}; \textbf{T} = \text{Training or Dialogue/Roundtable event}; \text{shading illustrates ongoing activity};$